



West Bengal  
Industrial Development  
Corporation

**Expression of Interest**

***for***

***Preparation of Layout Maps and handing over  
of plots in Industrial Parks  
namely***

***Vidyasagar Industrial Park,  
Panagarh Industrial Park,  
Rishi Bankim Shilpaudyan  
&***

***Raghunathpur Industrial Parks***

West Bengal Industrial Development Corporation Limited  
(A Government of West Bengal Undertaking)  
23, Abanindranath Tagore Sarani (Camac Street),  
Kolkata-7000017

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## SECTION 1: INTRODUCTION

### 1. BACKGROUND:

West Bengal Industrial Development Corporation (WBIDC), the nodal agency of the State Government, responsible for promoting industrialization in the State, has set up many Industrial Parks including the following four parks :

- A. Vidyasagar Industrial Park at Kharagpur** - The Industrial Park is spread over approx 1150 acres of land at Kharagpur, the ownership of which rests with WBIDC. The Park is situated in the north – east end of Kharagpur in West Midnapore district of West Bengal. The total allocable area within the park is approximately **1050 acres**. Out of that, 250 acres of land has been allotted to the anchor unit of the park, M/s. Tata Hitachi Construction Machinery Company Limited (Formerly known as M/s. Telcon). The remaining area is divided into 11 sectors namely Sector A, B, C, D, E, F, G, H, I, J and K. The sectors are divided into small plots.
- B. Panagarh Industrial Park at Panagarh Burwan** - The industrial park is spread over 1458 acres of land under Ausgram-II, Galsi-I and Kanksa block at Panagarh in Burdwan district. The project site is well connected by roads with Kolkata, the state's capital, located approximately 150 km in south-east direction. The site is bounded by National Highway No: 2 connecting it to the Delhi. Site is also connected with NH - 34 and Panagarh-Moregram State Highway. The park is very close to the Durgapur industrial zone. DVC canal is passing through the site. The park is divided into two sides – Northern Side (Zone-I) and Southern Side (Zone-II). Both the Zones are divided into smaller plots. Approximately 498.49 acres of land has already been allotted to **M/s. Matix Fertilizers and Chemicals Ltd.** for setting up of a 2200 MTPD Ammonia Plant and 3850 MTPD single stream Urea Plant.

C. **Rishi Bankim Shilpaudyan at Naihati** - Rishi Bankim Shilpaudyan is spread over on a parcel of land measuring 97.38 acres in Mouza-Malancha, P.S. Bijpur, Mouza-Rampur, P.S. Bijpur and Mouza-Rajendrapur, P.S.Naihati in the district of North 24 Parganas. The park is bound by the Kalyani Expressway road on one side and Eastern Railway line on the other side. The region's well established connectivity with domestic as well as international markets offers accessibility to numerous sourcing options for development of industries in the region. The allocable area is divided into two sectors namely Sector A and B. The Sector B is allotted to Department of Information Technology & Electronics. The sector A is again divided into smaller plots.

D. **Raghunathpur Industrial Parks** : WBIDC has set up three steel and allied industrial parks in Raghunathpur which is an emerging new hub for industrial investments in the Purulia district of West Bengal. The site of these parks are located close to major national highway, railway, airport networks and connected to large labour markets and power-packed with infrastructure facilities. These parks are located approximately 255 Km west from Kolkata and 119 Km east from Ranchi. They are well connected by roads with Kolkata and other nearby towns like Durgapur, Asansol etc. Strategically located, these Parks has easy connectivity to NH 32 and NH 60A. The three Industrial Parks developed in Raghunathpur are :

- i) **Raghunathpur Steel & Allied Industrial Park** : Possession of 1897.44 acres of land in the park has already been taken. Raghunathpur Industrial Park is home to **Jai Balaji Industries Ltd**, as an anchor industry.
- ii) **Raghunathpur Steel & Allied Industrial Park – I** : The total area of the park is 684.36 acres. Raghunathpur Industrial Park-I is home to **Adhunik Corporation Ltd**, and **DPSC Ltd**, as anchor industries.
- iii) **Raghunathpur Steel & Allied Industrial Park – II** : The total area of the park is 733.99 acres of land. As per Power & NES deptt., Govt. of West Bengal, site is suitable for the development of power project.

2. WBIDC allots the plots to different units after proper appraisal of the concerned projects. After selection of particular plot to the concerned unit in a particular Industrial Park, WBIDC provides Possession Certificate to the unit along with Index Map and Sector Map. Subsequently, WBIDC physically hand over the plots to the concerned units by the help of a Surveyor.
3. In this connection, WBIDC invites **Expression of Interest (EOI)** from resourceful, experienced and reputed organizations/consultants for providing the following service :

*Preparation of Layout Maps and handing over  
of Plots in Industrial Parks  
namely  
Vidyasagar Industrial Park,  
Panagarh Industrial Park,  
Rishi Bankim Shilpaudyan  
&  
Raghunathpur Industrial Parks*

4. **AMENDMENT TO DOCUMENTS :**

At any time before the submission of Proposals, WBIDC may, for any reason modify the documents by amendment. Any amendment shall be issued in writing through addenda. Addenda sent through fax or electronic mail to all invited consultants shall be deemed to have been served as the intending parties/organizations and will be binding on them. WBIDC may at its discretion extend the deadline for the submission of Proposals.

5. **List of important dates :**

**A. Pre-Bid Meeting :**

- i) Date : **3<sup>rd</sup> September 2013.**
- ii) Time : **3.00 p.m.**
- iii) Venue : **Board Room of WBIDC.**

**B. Submission of EOI :**

- i) Last date of submission : **9<sup>th</sup> September 2013.**
- ii) Time of submission : **From 11 a.m. to 3.30 p.m.**
- iii) Place : **West Bengal Industrial Development Corporation Ltd.  
'Protiti', 23, Abanindra Nath Tagore Sarani (Camac Street),  
Kolkata-700 017.**

**6. Address for communication:**

- i. Mr. Biplab Kumar Sur,**  
Advisor (Projects),  
West Bengal Industrial Development Corporation Limited,  
23, Abanindranath Thakur Sarani (Camac Street)  
Kolkata - 700017.  
**Phone #** 033 – 22553834/35  
**E-mail:** [biplab.sur@wbidc.com](mailto:biplab.sur@wbidc.com)
- ii. Ms. Sulohita Sharma,**  
Officer-on Special Duty (Projects),  
West Bengal Industrial Development Corporation Limited,  
23, Abanindranath Thakur Sarani (Camac Street)  
Kolkata - 700017.  
**Phone #** 033 – 22553736  
**E-mail:** [sulohita.sharma@wbidc.com](mailto:sulohita.sharma@wbidc.com)
- iii. Mr. Jaydeep Bhawal,**  
Officer-on Special Duty (Projects),  
West Bengal Industrial Development Corporation Limited,  
23, Abanindranath Thakur Sarani (Camac Street)  
Kolkata - 700017.  
**Phone #** 033 – 22553735  
**E-mail:** [joydeep.bhawal@wbidc.com](mailto:joydeep.bhawal@wbidc.com)

## SECTION 2 : INFORMATION TO BIDDERS

1. WBIDC will select an organization/organizations from the received offers in accordance with the method of selection indicated in this EOI.
2. The organizations are invited to submit a Technical Proposal and a Financial Proposal against the above mentioned EOI. The Proposal will be the basis for negotiations and ultimately for a signed contract with the selected organization.
3. To obtain first-hand information on the assignment and on the local conditions, agencies may visit the site before attending pre-bid meeting/submitting a Proposal at their own cost with prior information to WBIDC. Attending the pre-bid meeting is optional.
4. Organizations shall provide professional, objective and impartial advice and should always hold the Contracting Authority's interests paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests.
5. Organizations should observe the highest standard of ethics during the selection and execution of such contracts.
6. The period of validity of this Proposal is of 120 days from the date of submission of the EOI.

### 7. PREPARATION OF PROPOSAL

Proposal consists of

- a) Technical Proposal
- b) Financial Proposal

#### a. Technical Proposal

In preparing the Technical Proposal, organizations are expected to examine the documents comprising these EOI in detail. **Material deficiencies in providing the information requested may result in rejection of a Proposal.**

The Technical proposal should be submitted as per the information using the attached Standard Forms (**Proforma 1**). The intending organizations should submit the following necessary documents :

- i. Annual Report of the last three years
- ii. Audited Balance Sheet and Profit & Loss Account (Audited) for the last three years
- iii. PTCC/STCC/PAN Card of upto date validity.
- iv. Completion Certificates of similar types of works done.

**Note: Submitted copies should be certified by concerned authorities or Government Officers.  
The Technical Proposal shall not include any financial information.**

## **b. Financial Proposal**

- In Preparing the Financial Proposal, organizations are expected to take into account the requirements and conditions of this documents. The Financial Proposal should be as per attached Standard Forms (**Proforma 2**).
- **The Rates to be quoted in Rupees per Acre of Land Area** and should be written in figures as well as words. In case of any discrepancy between figures and words, the rates quoted in figure shall be considered valid.
- **The amount of the fee for the said job for all the four parks will be calculated as follows :**
  - i. For handing over of a plot of plot size upto 20 acres, the amount of fee payable will be calculated by multiplying 20 with the rate quoted.**
  - ii. For handing over of a plot of plot size more than 20 acres, the amount of fee payable will be calculated by multiplying the area of the plot with the rate quoted.**
- The Financial Proposal should clearly identify, as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law, on the organizations. Supportive documents in this regard should be submitted.

## **8. Submission of Proposal**

- An authorized representative of the firm should initial at all pages of the Proposal. The representative's authorization is confirmed by a written power of attorney specific to this project should accompany the Proposal.
- The Technical Proposal shall be placed in a sealed envelope clearly marked "**Technical Proposal**", and The Financial Proposal shall also be placed in another sealed envelope clearly marked "**Financial Proposal**".

The completed Technical and Financial Proposals shall be placed into a **FINAL ENVELOPE** and sealed. This final envelope shall bear the name and communication address of the organizations along with contact details and clearly marked with name/subject of job, "**EOI for Preparation of Layout Maps and handing over of the plots in Industrial Parks namely Vidyasagar Industrial Park, Panagarh Industrial Park, Rishi Bankim Shilpaudyan & Raghunathpur Industrial Parks**".

- The completed EOI must be delivered at the below mentioned address on or before the stipulated time and date. Any Proposal received after the closing time for submission of proposals will be returned unopened.

*The Managing Director,*

*West Bengal Industrial Development Corporation Limited,*

*23, Abanindranath Tagore Sarani (Camac Street), Kolkata-7000017.*



## SECTION 3

### MODE OF SELECTION

#### 1. PROPOSAL EVALUATION

The Technical Proposal will be opened before the Screening Committee and after appraisal the technically qualified Organizations will be screened.

The date of opening of Financial Proposal will be informed to the technically qualified organizations only.

The Financial Proposal will be opened in presence of Screening Committee & technically qualified Organizations, who choose to attend.

#### 2. **WBIDC reserves the right to select a single organization for all the four parks or four different organizations for each park based on technical evaluation & price bid.**

#### 3. **NEGOTIATIONS :** Negotiations will be held at the Office of WBIDC. The aim is to reach agreement on all points and sign a contract.

#### 4. **AWARD OF CONTRACT :** The contract will be awarded following the negotiations. The work order will be given separately for each park.

#### 5. **REVISION OF CONTRACT :** The contract will be renewed after two years from date of award of Contract and revised Award of Contract may be issued after mutual acceptance of both the parties OR, WBIDC may invite fresh Expression of Interest for the said work.

#### 6. **SECURITY DEPOSIT :** After issuance of Award of Contract to the selected organization, the selected organization is to submit **Demand Draft of Rs. 10,000 as Security Deposit** which would be released after the end of the Contract. On Termination of the Contract, WBIDC reserves the right to forfeit the Security Deposit.

#### 7. **CONFIDENTIALITY :** Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

8. Incomplete EOIs are liable to be rejected. WBIDC reserves the right to accept or reject any of the EOIs without assigning any reason thereof and without thereby incurring any liability to the affected parties. WBIDC takes no responsibility for delay, loss or non-receipt of offer or any letter sent by post either way.
9. Selection will be made based on particulars and documents furnished by the applicant as required and satisfactory verification carried out by WBIDC. If any information furnished by the applicant is found incorrect at a later stage they shall be liable to be debarred from tendering & taking up the work. WBIDC reserves the right to verify the particulars furnished by the applicant independently.
10. All related correspondence as exchanged by the Consultants along with the EOI should contain no interlineations or overwriting, except as necessary to correct errors made by Consultants themselves or to evidence provision. The persons who signed the Proposal must initial any such corrections, interlineations or overwriting.
11. Any effort by a Consultant to influence WBIDC in examination, evaluation, ranking of Proposals or recommendation for award of contract will result in rejection of the Consultant's Proposal.
12. For any other clarifications, intending agencies may attend the Pre bid meeting at the above mentioned date and venue as mentioned in Page-3 of this EOI.

## SECTION 4

### ELIGIBILITY & SCOPE OF WORK

#### GENERAL ELIGIBILITY :

The Consultant(s) should have fulfilled the following criteria:

- (a) Intending organizations should have successfully completed at least one land survey work with the help of Total Station during the last three years. Experience of completing one similar type of work during last three years will be preferable.
- (b) The agency should have all total station survey equipments required along with manpower and appropriate computer software etc. (Relevant proof in this regard should be attached)
- (c) The agency should have completed at least one total station survey work.
- (d) Agencies should have necessary technical, financial and managerial capabilities;
- (e) Intending party should have **average annual financial turnover during the last three years of at least Rs. 5.00 Lakh.**
- (f) Organizations should have technical team of minimum qualification of Diploma in Surveying as necessary to implement the job.

#### SCOPE OF WORK :

The detailed scope of work for the above mentioned works is as follows and will be carried out in stages:

- (i) Preparation of Index Map, Sector Map and Mouza Map (Autocad drawings) for the specified plot to be handed over from the Master Plan of the Industrial Park.
- (ii) Layout of the specified plot's boundary points as suggested by wooden pegs with the help of Electronic Total Station (ETS) from the reference pillar.
- (iii) Successfully handing over of the plot at site to the representatives of the unit in presence of officials from WBIDC.

## **SECTION 5**

### **TIME SCHEDULE & PAYMENT TERMS**

#### **TIME SCHEDULE**

- a. The related drawings are to be submitted **within four days** from the instruction given by WBIDC for preparing the same.
- b. The physical handing over of the plot is to be done on a particular date as per the suitability of the concerned unit.

#### **PAYMENT TERMS :**

After successfully handing over of a plot to the unit concerned, the selected organization may raise bill for the said plot. Subsequently, WBIDC will process the said bill.

#### **Deliverables :**

- (i) Mouza Map, Sector Map and Mouza Map of the specified plot – Two sets of Hard Copy + Soft Copy.
- (ii) If the proposal is revised for some reason or other, two sets of the Revised Proposal along with soft copy is to be submitted.

## **SECTION 6**

### **TERMS & CONDITIONS**

#### **LIABILITY:**

The Consultant shall be liable for all consequence of errors and omissions arising from errors solely attributable to Consultant or on the part of their employees to the extent and with the limitation specified by WBIDC. The Consultant shall also be liable and shall indemnify WBIDC from and against any/all claims, damages, costs as may be raised on the Consultant by any other third party in connection with the said work.

#### **OWNERSHIP OF DOCUMENTS & COPY RIGHTS:**

The copyright of Interim Reports, Design Reports, Tender Documents, Costs Estimates, Bill of Quantities, Calculation sheets, drawings etc. and all other similar documents (both interim and final) provided by the Consultant in connection with project/work shall remain vested in WBIDC. All written material, originated and prepared for WBIDC under the assigned agreement shall belong to WBIDC. The Consultant shall not publish, share, divulge, disclose, part with any of such papers or information without the written consent of employer or use for purpose other than those for this work, the articles, designs calculations and drawings

#### **CHANGES OR ALTERATION:-**

Changes or alterations, as desired by WBIDC due to site considerations or otherwise as required during the pendency of the contract, will be done by the consultant. Additional charges on this account, if any, will be mutually agreed upon by WBIDC.

#### **CORRECTNESS AND ACCURACY OF DATA:-**

The Consultant shall be fully responsible for the correctness and accuracy of the data. If any inadequacy is observed in the work performed by them, they shall at their own initiative and at no extra cost to WBIDC take all steps necessary to remedy/rectify the said defects or inadequacies. The consultant shall incorporate all the modifications or changes as desired by WBIDC.

## **CODE OF PRACTICE**

The report for all works shall confirm to local building bye laws and other state regulation as well as to relevant latest Indian Standard Specifications and/or Standard code of Practice. All reports, computations etc. shall be submitted in English language and in metric/SI units.

## **TERMINATION OF CONTRACT:**

WBIDC reserves the right to terminate the work on the following grounds:-

- (i) If the Consultant fails to execute the work as per time as provided in this RFP.
- (ii) In case the Consultant fails to deliver or submit the deliverables as required under this EOI and within such time as provided in this EOI, unless such time is extended by WBIDC by written form.
- (iii) If after undertaking the work the Consultant refuses or abandons the same and WBIDC has to complete the rest of the work through any other agency ;

Then

In the event of happening any of the aforementioned Defaults on part of the Consultant, WBIDC shall be entitled to terminate the contract. WBIDC shall give 7 days prior notice in writing to the agency before terminating the contract. On termination of the contract WBIDC shall forfeit the Security Deposit and also the balance which may be payable to the Consultant and shall be free to proceed and complete with the remaining work through any other agency, the cost of which shall be met from such moneys as forfeited or withheld by WBIDC.

On termination of the contract the Consultant shall forthwith give WBIDC all the design calculations, drawings including all relevant documents etc. prepared by them till the date of termination.

## **DISPUTE RESOLUTION**

In case of any dispute with regard to interpretation of any section as contained in this EOI or as may arise by and between the contracting parties the same shall be referred to Managing Director, WBIDC whose opinion shall be final and binding on all the parties.

**PROFORMA-1**

**A. TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

FROM:

(Name and Address of Firm)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO:

(Name and Address of WBIDC)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: "Preparation of Layout Maps and handing over of plots in Industrial Parks namely Vidyasagar Industrial Park, Panagarh Industrial Park, Rishi Bankim Shilpaudyan & Raghunathpur Industrial Parks".**

We, the undersigned, offer to provide the services for the above in accordance with your Request for Proposal.

We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
E-mail Address:  
Fax:

## **B. FIRM'S REFERENCES**

- 1) Name of the Organization
- 2) Address
- 3) Year of Establishment
- 4) Status of the firm  
(Whether Company/Firm/Proprietary)
- 5) Name of Directors/ Partners/Proprietor.
- 6) Whether registered with the Registrar of Companies/Registrar of Firms. If so, mention number and date.
- 7) Mention Sale Tax Registration number and date. Furnish also copies of sales tax clearance certificate.
- 8) Mention PAN No. of I.T and furnish copies of I.T return for last 3 years.
- 9) Furnish copies of audited Balance Sheet and Profit & Loss Account (Audited) for the last three years i.e., as on 31.03.13, 31.03.12 & 31.03.11.
- 10) If you are empanelled with other Govt. /Semi Govt. / Statutory Agency, if so, furnish details.
- 11) Specify turnover in last 3 years. In Rs (Lakhs)  
2012-2013  
2011-2012  
2010-2011
- 12) Other relevant information  
(A separate sheet may be attached if needed)



### **C. Relevant Services Carried Out during last three years**

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted. Completion certificates should be provided.

Firm's Name: \_\_\_\_\_

<b>Sl. No.</b>	<b>Assignment Name (in detail)</b>	<b>Name of Contracting Authority with address</b>	<b>Starting Date / Completion Date</b>	<b>Name of Associated Consultant if any</b>	<b>No. of Staff (Professional)</b>	<b>Approx. Value of Services/Turnover (in Rs.)</b>	<b>Name of Senior Staff involved and functions performed</b>

**Note:** A separate sheet may be attached if needed.

### **D. Details of Team Members to be deputed**

<b>Sl. No.</b>	<b>Name , Contact Number and E-mail Address</b>	<b>Qualification and name of the Institute</b>	<b>Relevant Experience</b>	<b>Position in the Company</b>	<b>Task Assigned</b>

NOTE : The CVs of the Team Members to be deputed may be attached here with.

**PROFORMA-2**  
**FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

FROM:

(Name and Address of Firm)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TO:

(Name and Address of WBIDC)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Subject: "Preparation of Layout Maps and handing over of plots in Industrial Parks namely Vidyasagar Industrial Park, Panagarh Industrial Park, Rishi Bankim Shilpaudyan & Raghunathpur Industrial Parks".**

We, the undersigned, offer to provide our services for the above in accordance with your advertisement. Our attached financial proposal is as follows :

Sl. No.	Particulars of the work		Rate (In Rs./Acres)			
			For Vidyasagar Industrial Park, KGP	For Panagarh Industrial Park, Panagarh	For Rishi Bankim Shilpaudyan, Naihati	For Raghunathpur Industrial Parks at Raghunathpur
1.	Preparation of Layout Maps and handing over of the same	In words				
		In `				

I/We agree to carry out the above said work as per rates quoted above. In case any discrepancy, the amount which is quoted in words will be considered.

**(The rate quoted shall be exclusive of service tax. Service tax shall be paid extra as per prevailing rules. The income tax as per rules will be deducted at source.)**

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand you are not bound to accept any Proposal you receive.

We remain.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of the Firm:

Address: